

NC Licensed General Contractor Residential Permit Application Process

On September 16, 2013, the High Point City Council unanimously adopted a resolution directing the establishment of a new residential permit process for NC Licensed General Contractors. As of October 1, 2013, all residential permit applications for a single-family detached or two-family residential dwelling submitted by a NC Licensed General Contractor are processed without a plan or document review prior to the building permit issuance, provided the application is complete and all applicable application submittal requirements are met. Residential permit applications submitted by homeowners, non-licensed contractors, as well as all residential permit applications submitted for single-family attached dwellings (i.e. townhouses) will follow the standard process that includes a plan or document review prior to permit issuance.

All residential permit applications that meet the following requirements will be processed without a plan or document review prior to permit issuance:

- Permit applicant:
 - Has a valid NC general contractor license; and
 - Has a valid City of High Point privilege license.
- Permit application:
 - Is for single-family detached or two-family residential construction, including new structures, additions, alterations and repairs ; and
 - Is for a lot of record with a valid address; and
 - Meets the application submittal requirements, including any additional applicable information.

Application Submittal Requirements:

- One (1) completed copy of the “NC Licensed General Contractor Residential Permit Submittal” checklist that verifies the necessary information for a permit.
- One (1) completed copy of the “Residential Permit Application”.
- Two (2) plot plans prepared in accordance with the “Residential Plot Plan Checklist” depicting the site’s compliance with the City’s Development Ordinance & Driveway Ordinance, including any proposed driveways.
- Two (2) sets of structural plans adhering to the “Minimum Construction Plan Requirements”.
- Two (2) completed copies of a REScheck Energy Worksheet or documentation that the building will adhere to the Prescriptive Building Envelope Requirements, as required by the NC State Building Code for all improvements that will have heated space.
- One (1) completed copy of the “Affidavit of Worker’s Compensation Coverage”, as required by the NC State Building Code.
- One (1) completed copy of the “Affidavit of Responsibility” signed by the NC Licensed General Contractor stating that the submittal is in compliance with any applicable State & local requirements for the site, including providing any applicable information

required for driveways, soil erosion and sedimentation control, floodplain development, local historic district & landmarks, airport noise, and well and septic systems.

- Lien agent information, as required by NCGS 160A-417, if the proposed construction has a value of \$30,000 or more; applicant must appoint a lien agent and provide confirming information.

Additional applicable information that may be required with the application submittal:

- Land Disturbing Permit: Improvements resulting in any land disturbance that (1) exceeds one acre, (2) are within Tier 1 or Tier 2 of a watershed critical area, or (3) drain into a water quality pond or retention device (i.e. lots in the Cambridge Oaks & Swansgate Subdivisions) require the issuance of a Land Disturbing Permit by the Engineering Services Department prior to the issuance of a building permit, as required by NCGS 160A-417. A copy of the Land Disturbing Permit shall be submitted with the building permit application.
- Floodplain Development Permit: Development activity located within a Special Flood Hazard Area requires the issuance of a Floodplain Development Permit by the Engineering Services Department prior to the issuance of a building permit, in accordance with Section 9-7-16 (b) of the Development Ordinance. A copy of the Floodplain Development Permit shall be submitted with the building permit application.
- Certificate of Appropriateness: A Certificate of Appropriateness (COA) is required for most exterior or structural improvements within a Local Historic District or for a Guilford County Historic Landmark. A copy of the COA shall be submitted with the building permit application.
- Airport Overlay District: New residential dwellings constructed in Zone 3 of the City of High Point Airport Overlay District and located in a non-exempt subdivision shall comply with the noise level reduction performance measure of Section 9-4-4 (d) (7) of the Development Ordinance. Certification of compliance with this performance measure shall be submitted with the building permit application.
- County Health Approval: New or expanded residential dwellings on a well or septic system require approval by the respective County Health Department prior to the issuance of a building permit. A copy of the County Health Department approval shall be submitted with the building permit application.

Permit applications that meet these requirements will result in a permit issued for the residential construction along with one (1) stamped copy of the structural plans & plot plan. Those stamped plans are to be maintained at the construction site, along with a copy of the energy code documentation and floodplain development permit, if required. Additional permits are required for work performed by any electrical, plumbing and mechanical contractors, if applicable. A Driveway Permit is issued concurrently with the residential permit for any proposed driveways. Therefore, all proposed driveways must be depicted on the plot plan as well as be constructed in accordance with the High Point Driveway Ordinance.

All State and local code requirements applicable to the construction site will be verified by the Planning & Development Department prior to or at the first inspection (i.e. footing inspection). No initial inspection can be approved nor can construction proceed further until all applicable requirements are met. Inspectors will validate building construction compliance with the permit submittal documents and the NC State Building Code at each inspection.